

Government User Quick Reference Guide

Creating a Bid Amendment

This Quick Reference Guide will walk you through the process of creating a bid amendment.

Contents

Creating a Bid Amendment	2
General Tab	2
Items Tab	3
Attachments Tab	3
Summary Tab & Applying Bid Amendment	4

Locate your bid in eMaryland Marketplace. Click on the Bid # next to the bid you would like to open.



The General tab of the bid will open. Click on the **Amendments** tab.



If this is the first amendment you have created for the bid, there will be no amendments listed. If you have previously entered an amendment, they will be displayed here.

To create a new bid amendment, click Create Bid Amendment.

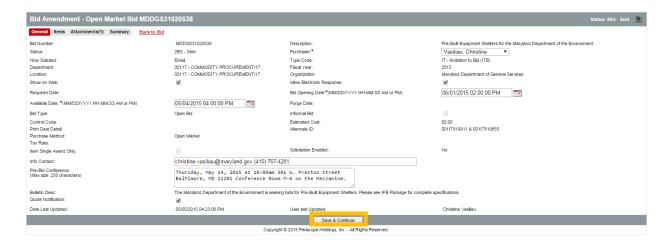


The General tab will open in an edit format.

On the General tab you may change the following information:

- Purchaser
- Show on Web
- Allow Electronic Response
- Available Date
- Bid Opening Date
- Info Contact
- Pre-Bid Conference
- Quote Notification

If you would like to change any of this information, make those changes now and click **Save & Continue**.

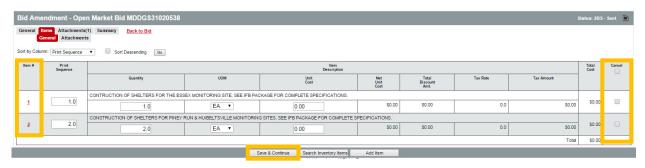


If you would like to update, cancel, or add items, click on the Items tab.

To update an item, click on the Item # next to the item you would like to update. Make the necessary changes then click **Save & Continue**.

To cancel an item, select the box under Cancel next to the item you would like to cancel. Click **Save & Continue**.

To add and item, click Add Item. Complete the new item information and click Save & Continue.



If you would like to add attachments to your amendment, select the **Attachments** tab. You may also delete attachments from here.

To delete an attachment, select the box under Delete next to the attachment you would like to remove from the bid. Click Save & Continue.

To add an attachment, click Add Attachment.



The Add File screen will open.

Select the file you would like to add. You may add a description of the file if you would like. Click **Save & Continue**.



You may add additional attachments or, if you are finished adding attachments, select the Summary tab.



The Summary tab will summarize all of the changes you made to the bid, including any changes made on the General tab, any changes to the items, and any changes to the attachments.

Each change will be marked with a description. You may edit this field.

You may enter a comment for the whole amendment or individually for each change.

There is also a box indicating Show to Vendor. Make sure this box is marked so the vendor is notified of the changes.

After adding any additional information or making changes to this page, click Apply Bid Amendment.

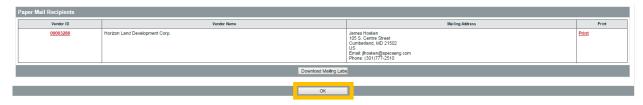


The Vendor Notification Result screen will display. This screen shows a list of all vendors who received notification of the change. If necessary, print this screen for your records.



You may see a section at the bottom of the Vendor Notification Result screen indicating Paper Mail Recipients. If there are vendors listed under this section, be advised that these vendors will not receive email notification of the amendment. If you choose to send notification via mail, you may do so; however, eMaryland Marketplace DOES NOT send paper mail notifications.

Click OK to return to the bid solicitation.



When the amendment is complete, the Summary tab will open.



You will notice there is now a (1) in the Amendments tab indicating there is one amendment on the bid.

